

# **TOWN CLERK/FRONT OFFICE REPORT**

## **APRIL 2017**



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### **Meetings:**

Ms. McAuley attended two budget worksessions along with Mayor, Council and management staff.

Ms. McAuley attended an MEA Grant Workshop at Maryland Department of Housing and Community Development, where an overview of all energy grant opportunities was given.

Ms. McAuley and Ms. Griffin attended an FY 18 Budget comment meeting with Town Staff.

Ms. Griffin handled refreshments for a Maryland Black Mayors' meeting hosted by Mayor James at Town Hall.

Ms. Griffin attended Port Towns' Day planning meetings.

Ms. McAuley attended weekly management team meetings chaired by the Town Administrator.

Ms. Griffin met with Mrs. Hoffman concerning the annual Patriotic Committee's schedule of events.

### **Website:**

Ms. McAuley submitted the draft Town Clerk's page to the site administrators for their review and submission to the developer.

### **Constant Yield Hearing**

Ms. McAuley coordinated with Mr. Tinelli to ensure that the notification was placed in a paper of record according to State mandates. (The Daily Record).

### **Communicating with the Community**

Ms. McAuley and Ms. Sandlin have now “mastered” Constant Contact and have been sending out critical and/or important information to citizens when Ms. Dureke is not in the office.

### **Bostwick:**

The Partners have received a \$47,600 grant for Phase I of the South Buttress restoration. This will require giving an easement to Prince George’s County as part of the grant agreement.

We are still awaiting word on the MHAA grant application that would complete the Buttress work and restore the front porch. Hopefully we will hear the positive outcome in May.

Partnering to preserve our Historic sites is a component of the Strategic Plan adopted by the Mayor and Council.

### **Town Code:**

Ms. McAuley and Mr. Rinehart, as part of a process to ensure the Code is up to date, are doing a very preliminary review of the document to see where the Code may not comply with policy changes and other issues. This has the potential to revolve into a larger Code Revision project if deemed necessary by the Council.

### **Maryland Municipal League Convention**

Ms. McAuley registered Town participants for the summer convention. Everyone was registered by the early rate deadline and registration was done on line at a further savings of \$50 per participant.

### **Community Development Block Grants**

Ms. McAuley assisted Lt. Flynn with closing out the paper work for PY 39R, funding for the park improvements adjacent to Town Hall.

We are moving forward to advertise PY 42 53<sup>rd</sup> Place Improvements and anticipate the work will be done by early summer.

The County has recommended that the Town receive \$100,000 for Sidewalk Improvements for PY 43. Town Staff will be determining the best location(s).